

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 204

February 28, 2007

POSITION: Inclusive Disaster Preparedness
Project Manager (Part-time)

DEADLINE TO APPLY: March 8, 2007
Before 4:00 p.m.

CLASSIFICATION: Inclusive Disaster Preparedness Project Manager

DEPARTMENT: General Health District

LOCATION: 250 Wm. Howard Taft, 2nd Floor
Cincinnati, Ohio 45219

WORK HOURS: Part-time

SALARY: Contractual position

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Bachelor's degree or 10 years equivalent experience in health education, planning, and human services or closely related field; access to reliable transportation. Only non-tobacco users need apply.

Listed below is a brief summary of the JOB DUTIES:

Research and analyze related work carried out by Kentucky Outreach and Information Network (KOIN) and other agencies and incorporate best practices into a plan to disseminate emergency messages. Build and maintain effective communication and professional relationships at multiple organizational levels with organizations providing services and resources to older adults and/or people with disabilities and their families. Convene and attend operating committee, work group, and general membership meetings. Develop and maintain database of organizations agreeing to provide emergency information to clients during an emergency. Compose and maintain paper and electronic documents and develop administrative structure including version control and effective electronic storage related to the above activities.

HOW TO APPLY FOR THE POSITION:

SEND your resume/application to the following address:

Hamilton County General Health District
Attention: CHS
250 Wm. Howard Taft Road, 2nd Floor
Cincinnati, OH 45219

APPLY ON-LINE AT:

<http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.